

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 35-01.A

Subject:

DATE: 03/02/94

Sunset Review:

OFFICIAL RECEPTION AND REPRESENTATION
FUNDS

1. PURPOSE. This directive promulgates the policies for utilization of Official Reception and Representation (ORR) funds at the Federal Law Enforcement Training Center (FLETC). It also provides the procedures for obtaining the necessary approvals for utilization and expenditure of these funds.
2. AUTHORITY. The FLETC's annual appropriation act specifically authorizes use of a specified amount of funds for ORR functions.
3. CANCELLATION. FLETC Directive (FD) 35-01.A, Official Reception and Representation Funds, dated March 11, 1987, is superseded by this directive.
4. REFERENCES.
 - a. Federal Acquisition Regulation (FAR)
 - b. Treasury Acquisition Procurement Regulation
 - c. FD 35-01, Imprest Fund
 - d. FD 70-06, FLETC Acquisition Procurement Requirement and Procedures Manual.
5. SCOPE. This directive applies to all FLETC employees involved in ORR fund utilization.
6. POLICIES.
 - a. ORR funds may be authorized to extend courtesies to representatives of law enforcement agencies, promote inter-agency accord, enhance Federal law enforcement training, and otherwise promote the FLETC's mission. All expenditures under this authority must be for the purpose of enhancing the goals and objectives of the FLETC.

b. The Director, Deputy Director, and office directors will take the following parameters into consideration when reviewing/approving the use of ORR funds.

(1) The scale of the entertainment must suit the occasion for which the funds will be expended. The relative rank and importance of the officials in attendance should dictate/determine the nature and expense of the entertainment.

(2) The number of FLETC employees in attendance at a reception hosted by the FLETC should not be excessive in relation to the person(s) honored.

(3) Proper etiquette in relation to the persons honored should dictate attendance of relatives or companions of FLETC employees for whom ORR expenses are being charged.

c. Generally, and unless otherwise specifically authorized by the Director, ORR funds shall be used by FLETC based personnel only for:

(1) FLETC functions involving as principal guests U.S. or foreign officials whose areas of interest are substantially related to FLETC objectives; or

(2) functions involving U.S. officials who the Director determines are necessary to advance the interests of the FLETC.

d. Use of ORR funds should be restricted to expenses that cannot be funded out of normal Salaries and Expenses (S&E) appropriations.

e. A presumption against using ORR funds exists when:

(1) The function is routine or repetitive;

(2) the guests are not senior officials;

(3) the involvement of visiting officials appears incidental or inconsequential; or

(4) the event is not sponsored and/or approved by the Director.

f. The following authorized expenses associated with fulfilling the objectives of the FLETC normally are allowable at the discretion of the Office Director:

(1) Entertainment to promote professional relationships necessary to enhance the FLETC's mission;

(2) purchase of flowers, wreaths, etc. on appropriate occasions (such as death or wedding) as custom dictates for important persons; or

(3) miscellaneous expenses, not illegal or prohibited by statute, which promote the interests of the FLETC.

g. The following prohibitions apply in the use of ORR funds:

(1) Expenditures specifically prohibited by law or the Comptroller General (such as lobbying Congress);

(2) expenses unconnected to official FLETC business, or expenses which serve an individual personally and not the FLETC as a whole;

(3) expenditure for the meal of a FLETC employee hosting or attending a small representational luncheon or dinner (or similar event);

(4) expenses which can be paid out of normal S&E appropriations;

(5) expenditures for printing Christmas or other greeting cards or invitations; or

(6) expenditures for the hire, purchase, operation, or repair of any motor propelled passenger-carrying vehicle, including aircraft.

7. PROCEDURES.

a. Requests for functions to be funded from ORR funds shall be submitted on form FTC-BFD-32, Request to Expend ORR Funds (Attachment), accompanied by a FLETC Purchase Requisition (FTC-ADM-1A) to the Office Director, or Director as appropriate, normally NOT LATER than 2 weeks prior to the event.

b. The Office Director has final approval for the USE of ORR funds when the event is one of those previously approved and listed in the Director's memorandum informing the Office Directors of their respective ORR allocations.

c. The Director's approval must be obtained for the expenditure of ORR funds for events that have not received prior approval through the allocation process.

d. When approving the ORR request form, the Office Director, or Director as appropriate, will assign a control number (e.g., ORR/OGT-1, -2, etc.). This number will also be annotated in the "funds to be charged" section of the purchase requisition.

e. After approval and assignment of the office's control number, the original of both the FTC-BFD-32 and the purchase requisition will be furnished to the Budget Office (BUD), Budget and Finance Division (BFD), for commitment of the funds.

f. After commitment of funds, BFD will forward the original of both the FTC-BFD-32 and the purchase requisition to the Procurement Division (PRO). In instances where the time-frame for the function is short, the requestor may hand-carry the documents to PRO.

g. Purchases of \$500 or less will be made using the Imprest Fund following the simplified purchase procedures under the FAR Subpart 13.4-Imprest Fund. The Director, Deputy Director, and the office directors may authorize the use of the Imprest Fund for ORR purchases of \$500 or less and sign the purchase requisition as the authorizing official.

8. RESPONSIBILITIES.

a. Office directors will:

(1) Establish a tracking system and controls to ensure ORR allocations are not exceeded and that all ORR expenditures are for approved/authorized purposes;

(2) number requests sequentially (e.g., ORR/OGT-1, ORR/OGT-2; ORR/OST-1, etc) in the space provided in the upper right hand corner of the ORR request form;

(3) ensure that "ORR funds" is clearly stated on purchase requests or purchase orders and that the ORR control number is annotated in the "funds to be charged" section of the purchase requisition;

(4) provide the original of the approved ORR request and purchase requisition to BFD; and

(5) reconcile their records quarterly with BFD records.

b. Authorization for ORR funds contained in annual appropriations acts are legal limits. The Comptroller, BFD, will ensure the establishment of controls that are sufficient in all cases to show the status of each limitation, the amount available, the amount obligated, the amount expended, and the remaining balance.

9. SUPPLY OF FORMS. Form FTC-BFD-32 may be obtained from BFD.
10. OFFICE OF PRIMARY INTEREST. Office of the Director.

Charles F. Rinkevich
Director

Attachment (see BFD)